



Application to Conduct Research in Disability Services Queensland

CHECKLIST

PROJECT TITLE: _____

NAME: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL: _____

Have you completed all questions relevant to the research proposal?

Have you signed and attached the "Acknowledgment of Obligation" in the *Terms and Conditions Governing the Conduct of Research in Disability Services Queensland*?

Have you attached the Ethics Clearance for this project?

Have you attached a Criminal History Clearance?

Have you attached copies of all research instruments (e.g. surveys, questionnaires) and forms or documents to be used to obtain informed consent procedures for participants and/or guardians?

Have you attached the literature review (if undertaken) for the project?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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Application Form

A. PROJECT DETAILS.....	3
B. REQUESTS FOR DISABILITY SERVICES QUEENSLAND DATA.....	6
C. RESEARCH WITHIN DISABILITY SERVICES QUEENSLAND FACILITIES.....	7
D. RESEARCH PARTICIPANTS.....	8
E. PROCESS FOR OBTAINING INFORMED CONSENT.....	10

A. Research Details

A.1 Contact Details

Researcher

(Surname)

(Given Names)

Telephone Numbers

Phone (work) _____

Phone (mobile) _____

Phone (home) _____

Facsimile _____

Name of sponsoring organisation or university (including faculty)

A.2 Provide information on the funding source for the research (e.g. grants, scholarship - if applicable) or other affiliations.

A.3 Provide a brief plain language synopsis of the project (approximately 100 words).

A.4 Describe the theoretical framework underpinning the project (approximately 150 words).

A.5 Describe the aims, hypotheses, potential significance and background of the project (approximately 150 words).

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A.6 Outline how the research will assist in informing Disability Services Queensland's vision of achieving better lives and outcomes for people with a disability, their families and carers.

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A.7 Outline how the research will enhance the quality and development of policies, programs and services for people with a disability, their families and carers.

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A.8 Project Timeframes (including proposed commencement and completion dates).

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A.9 Provide details on the proposed reporting milestones and the method of conveying reports.

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A.10 Outline the supervision arrangements for researchers.

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C. Research within Disability Services Queensland (DSQ) Facilities

C.1 Provide details on the proposed DSQ facilities to be used in the research and the proposed dates for accessing these facilities.

(Note that if the research was approved, access arrangements and consent would need to be negotiated with appropriate facility(s)).

C.2 Provide details on the assistance you are seeking from DSQ.

(e.g. data, resources, staff time etc).

C.3 Provide details on DSQ staff participation in the research project.

(If applicable describe in detail staff involvement in the research including method of investigation to be used with staff participants e.g. questionnaires, audiotape recordings, interviews. Attach a copy of any questionnaires or proposed interview questions).

C.4 Provide details on the mechanisms to inform DSQ staff in the proposed DSQ facilities of the research.

(Describe in detail how staff will be informed of the full intent, nature and scope of the research project. Where staff are included as research participants, Section E: Process for Obtaining Informed Consent must be completed.)

D. Disability Services Queensland Research Participants

D.1 Give the number, gender, age and any other specific characteristics of all participants to be included in the study, including controls.

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D.2 Describe how research participants will be identified and recruited.

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D.3 Describe the selection of the research population(s) and the sample size.

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D.4 Describe the inclusion and exclusion criteria for participants.

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D.5 Describe all methods of investigation to be used with the participants (e.g. face-to-face interviews, videotape, audiotape, observation). (Attach a copy of questionnaires or proposed interview questions).

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D.6 Provide details on the demands, possible risks, inconvenience and possible discomfort to research participants. Describe the precautions that will be taken to prevent or minimise these risks.

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E. Process for Obtaining Informed Consent

E.1 Provide details on the exact information to be communicated to participants about the research.

(Attach a copy of the form to be given to the participant. If consent is not obtained in writing, the circumstance under which it is obtained should be recorded.)

E.2 Describe how you will convey this information to the participant, or the formal decision-maker for the participant, in order to ensure 'informed consent' has been obtained.

E.3 Provide information on who will act as witness to the informed consent.

E.4 Provide information on who will explain the research to the participant(s).

E.5 Provide information on when the explanation will be given. (Note it may be necessary to explain the project's full intent, the voluntary nature of participation, and the freedom to withdraw at anytime at a number of points during the research, depending on the participant(s) decision-making capacity. Also provide information on how this will occur and when.)